

ADS Chapter 473 - PAY UNDER PREVAILING RATE SYSTEMS

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(THIS REPLACES HANDBOOK 26, CHAPTER 4 IN ITS ENTIRETY)

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473.1 Authority

1. [5 USC 5341-5349, 5544-5546](#)
2. [5 CFR 532, Subpart D](#)
3. [5 CFR Part 536](#)

473.2 Objective

This chapter outlines the policies and procedures governing pay for prevailing rate (wage) employees. For information on performance and special awards, (See [ADS 491, USAID Incentive Awards Program - Handbook 29 Chapter 5](#)). This chapter applies to USAID direct hire employees who are:

- a) in a recognized trade or craft;
- b) in an unskilled, semi-skilled or skilled manual labor occupation;
- c) paid under the wage board non-supervisory (WG) and wage board supervisory (WS) pay schedules; and
- d) paid under printing and lithographic non-supervisory (XP) and printing and lithographic supervisory (XS) pay schedules.

473.3 Responsibility

1. The Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) is responsible for:
 - a. Assessing qualifications of candidates and refers well-qualified candidates for selection consideration;
 - b. Reviewing all positions on a periodic basis to assure classification standards are current;
 - c. Establishing rates of pay; and
 - d. Processing all personnel actions related to wage employees.
2. The Bureau for Management, Office of Human Resources, Personnel Operations Division, Position Management and Classification Branch (M/HR/POD/PMC) is responsible for:

- a. Classifying positions;
 - b. Processing classification appeals; and
 - c. Maintaining a record of all classification appeals.
- 3. Supervisors are responsible for:
 - a. Establishing and maintaining an effective position structure consistent with approved authorities;
 - b. Assigning duties to positions, discussing work assignments with employees, preparing position descriptions, and certifying the accuracy of position descriptions for which accountable;
 - c. Initiating position actions when significant changes have been made in duties, responsibilities or supervisory relationships; and
 - d. Advising employees of their right to review position classification standards and to appeal a classification decision.
- 4. Employees are responsible for:
 - a. Submitting to the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) a written request for review if the employee believes the position is erroneously graded; and
 - b. Furnishing such facts as may be requested by M/HR/POD to ensure that a request for review is processed in a timely manner.

473.4 Definitions - N/A

473.5 POLICY

The following are the official Agency policies and corresponding essential procedures:

473.5.1 RATES OF PAY GENERAL

Rates of pay are fixed and adjusted in accordance with 5 USC 5341.

473.5.2 PAY ADMINISTRATION

USAID shall adhere to the policies and procedures on pay administration contained in 5 CFR 532, Subpart D.

473.5.3 NEW APPOINTMENTS

USAID shall adhere to the policies and procedures on new appointments contained in 5 CFR 532.403. **(See Mandatory Reference [5 CFR 532.403](#))**

473.5.3a USE OF HIGHEST PREVIOUS RATE

USAID shall adhere to the policies and procedures on use of the highest previous rate contained in 5 CFR 532.405. **(See Mandatory Reference [5 CFR 532.405](#))**

473.5.3b PROMOTIONS

USAID shall adhere to the policies and procedures on promotions contained in 5 CFR 532.407. **(See Mandatory Reference [5 CFR 532.407](#))**

473.5.3c GRADING AND REGRADING OF POSITIONS

USAID shall adhere to the policies and procedures on grading and regrading of positions contained in 5 CFR 532.409. **(See Mandatory Reference [5 CFR 532.409](#))**

E473.5.3c Grading and Regrading of Positions

An employee may at any time appeal, through a written request for review, the occupational series, grade or title to which assigned per the procedures as follows:

The request for review must be submitted to the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) through the employee's supervisor. Bureau for Management, Office of Human Resources, Personnel Operations Division, Position Management Classification (M/HR/POD/PMC) shall process the request for review and advise the employee in writing of the outcome of the review, as well as, provide analysis of the job.

- 1) The employee may appeal a decision by the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) to the U.S. Office of Personnel Management (OPM) per the procedures as follows:

The appeal must be filed within 15 calendar days after receipt of the Bureau for Management, Office of Human Resources, Personnel Operations Division, Position Management Classification's (M/HR/POD/PMC) decision.

2) The employee has the right to be represented and advised by a representative of their choosing during the appeal process.

473.5.3d DETAILS

USAID shall adhere to the policies and procedures on details contained in 5 CFR 532.411. **(See Mandatory Reference [5 CFR 532.411](#))**

473.5.3e SIMULTANEOUS ACTIONS

USAID shall adhere to the policies and procedures on simultaneous actions contained in 5 CFR 532.413. **(See Mandatory Reference [5 CFR 532.413](#))**

473.5.3f APPLICATION OF NEW OR REVISED WAGE SCHEDULES

USAID shall adhere to the policies and procedures on application of new or revised wage schedules contained in 5 CFR 532.415. **(See Mandatory Reference [5 CFR 532.415](#))**

473.5.3g WITHIN-GRADE INCREASES

USAID shall adhere to the policies and procedures on within-grade increases contained in 5 CFR 532.417 and 5 CFR 536. **(See Mandatory Reference [5 CFR 532.417](#))**

473.5.3h GRADE AND PAY RETENTION

USAID shall adhere to the policies and procedures on grade and pay retention contained in 5 CFR 532.419. **(See Mandatory References [5 CFR 532.419](#) and see [5 CFR 536](#))**

473.6 Supplementary Reference - N/A